



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Carson City, Nevada 89701-4717

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November 14, 2013

***Position Announcement
Statewide Open Competitive***

Administration Division/Attorney General's Office

POSITION TITLE: Assistant Public Information Officer

DUTY STATION: Las Vegas, Nevada

APPROXIMATE SALARY:

Up to \$46,102.00 (Depending on Experience) - Employee/Employer Paid

Up to \$40,844.00 (Depending On Experience) - Employer Paid

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's Office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: Seeking an Assistant Public Information Officer to assist in the fast-paced press office of the Nevada Office of the Attorney General (OAG). This position will assist in day-to-day internal and external communications operations and will report to the Public Information Officer (PIO).

PRIMARY DUTIES: Respond to media inquiries and develop talking points or quotes; draft press releases, memos, and talking points as assigned; assist Attorney General and staff as needed on a variety of media relations issues and special projects; monitor national and statewide news media daily; mentor communications interns; assist in newsletter production, maintaining media lists, basic website updates, and day to day operations including event set up; write/manage content for social media sites such as Facebook, Twitter, and YouTube, including graphics/infographics; assist PIO with travel arrangements/event logistics; evening and weekend work required occasionally; other responsibilities may be assigned.

POSITION REQUIREMENTS: Bachelor's degree, preferably in Journalism, Communications, Political Science, or other related field; minimum 1 year experience in

journalism or public relations; strong writing, oral communication, and research skills; experience with new media, graphics, photography, video editing preferred, but not required; ability to work on a deadline and manage multiple projects in a fast-paced environment; exceptional attention to detail; skilled in Word, Excel, PowerPoint, and online collaboration tools (such as Google Docs, Doodle, DropBox), and can otherwise quickly learn new programs; willingness to travel; candidates fluent in Spanish will be strongly considered; Nevada media ties are a plus.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; The position requires vision sufficient to efficiently and effectively read printed materials and a computer screen; hearing and speech sufficient to effectively communicate in person and over the telephone, and in a clear and understandable manner. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interviews will be conducted December 11 and 12 (2:00 – 4:00PM both days).

Applicants must e-mail a cover letter, resume, 2 writing samples and 3 references **no later than close of business on November 22, 2013** to:

Office of the Attorney General
Gloria Navarro, Chief Personnel Manager
100 N. Carson Street
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E-mail address: gnavarro@ag.nv.gov

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